

County of Door DEPARTMENT OF SOCIAL SERVICES

County Government Center
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Social Services Board Meeting April 14, 2010

1. **Call to Order:** Chair Mark Moeller called the April 14, 2010 meeting of the Social Services Board to order at 1:00 p.m. Board members present were Joel Gunnlaugsson, Ben Meyer, and Charles Brann. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert, and Joanne Ator. Board member, Marc Savard, was absent / not excused from the meeting and Mike VanEss was excused from the meeting.
2. **Establish a Quorum:** Enough board members were in attendance to establish a quorum (4 out of 5 members were present).
3. **Approve Agenda:** Motion by Charles Brann, second by Ben Meyer to adopt the agenda as posted. Motion carried.
4. **Public Participation / Supervisor Response:** There was no public participation.
5. **Review and Approve Minutes of Social Services Committee Meeting.** Motion by Ben Meyer, seconded by Charles Brann to approve the minutes of the March 10, 2010 meeting of the Social Services Committee. The motion carried unanimously.
6. **Review and Approve Vouchers to be paid in April 2010.** Upon review and discussion, motion by Charles Brann, second by Joel Gunnlaugsson to approve the vouchers as submitted and detailed below:

Social Services

Total Social Services expenditures submitted for approval \$ 147,643.17

Senior Resource Center

Total Senior Resource Center expenditures submitted for approval \$ 24,344.48

Total Expenditures for approval

\$ 171,987.65

The motion carried unanimously.

7. **Action: Resolution Accepting ARRA Funding for Vehicle Purchases in 2010.** Roger Tepe informed the board that the County of Door was awarded seven (7) vehicles through the American Recovery and Reinvestment Act (ARRA) at no cost to the County. These vehicles will then be leased out to American Red Cross (one vehicle) and to the Sunshine House (six vehicles). The value of the award is \$326,500.00. Ben Meyer moved that the Department of Social Services accepts the ARRA funding for purchase / subsequent lease of seven (7) vehicles from the Wisconsin Department of Transportation in the amount of \$326,500.00. This preliminary

approval will be forwarded on to the Finance Committee, who will ultimately sponsor this resolution for County Board approval. Mark Moeller seconded the motion, the motion carried unanimously.

8. Information: 2009 Annual Report for the Department of Social Services. Roger Tepe presented to the board, for their review, the 2009 Annual Report. In this report, Roger provided a more detailed look at each of the five (5) units within the Department. The 2009 Annual Report will be presented to the County Board.

The committee took no action.

9. Information: Preview of the 2011 – 2015 Capital Improvements Plan for Social Services. The 2011 – 2015 Capital Improvements Plan was given to the board for their review. A formal funding recommendation will be presented at the May Social Services Board meeting. The structure will be approximately 21,000 square feet. It will house the Senior Resource Center Division of Social Services, including the Aging functions (12,000 square feet), and Aging & Disability Resource Center (2,000 square feet), as well as the Public Health Department (6,000 square feet), and mechanicals (1,000 square feet). It was recommended that the structure be LEED certified.

The committee took no action.

10. Recurring Reports, Informational Only.

ADRC/Family Care:

ADRC – A committee consisting of Roger Tepe, Bev Knutson, Joe Krebsbach (Director of Community Programs), and Cindy Zellner-Ehlers (Community Programs) held a meeting on 03/15/10. Roger had corresponded with the State, by email, stating that Kewaunee County would not be partnering with Door County for a joint ADRC. In that same email, Roger requested to receive the additional Multi-County Supplement in the amount of \$55,000.00 to have as operational money. That request was approved by the State and there will be approximately \$325,000.00 available for the budget. Buck Rhyme, a State consultant, will be meeting with the ADRC committee in the next few weeks to offer guidance and assistance.

Family Care – The Planning Director, Rolf Hanson, is now full time. The website, www.northeastwisconsinfamilycare.com is now operational. The agenda's and minutes of the meetings will be posted on this site. Most meetings are open to the public and are held at NWTC in Green Bay. A joint committee meeting will be held in May with the Social Services and Community Programs Boards. This will be the start of the education process and discussion of resolutions that need to be passed in all seven (7) counties in order to implement the Family Care program.

Transportation Projects:

Roger Tepe presented the Shared Taxi Ride program to the Sturgeon Bay Common Council at their meeting on April 6th. Two taxis will be running Monday – Friday, 6:00 a.m. – 10:00 p.m. and one taxi on Saturday, 7:00 a.m. – 6:00 p.m., and Sunday, 7:00 a.m. – 3:00 p.m. The program will be starting out on a small scale; however, there is enough money in the budget to eventually expand hours / coverage / vehicles, as the demand grows. The route will cover a three (3) mile radius with the center of the radius located

just north of the Michigan Street Bridge. The cost will be \$3.00 for adults and \$1.50 for seniors, individuals with disabilities, and children. Initial advertising for the Shared Taxi Ride system has been set up through Door-Tran. Bids are due back by May 5th. If an outside organization would win the bid, they must apply for a taxi license with the City. If a local company would win the bid, they can start up as soon as all the necessary paperwork is in order. Under either scenario, the Shared Ride Taxi service is expected to launch on August 2, 2010.

The committee took no action.

11. Supervisor's Reports, Program Units, Informational Only.

Administrative Services. Kay Englebert reported that she is working on reports to close out 2009, for 2010, and will soon start reports for 2011.

Adult Protective Services Program. Bev Knutson shared a need that the Elders at Risk of Abuse and Neglect Interdisciplinary Team identified related to the care of persons with dementia. Recently a person with dementia from out of the county became lost and ended up in Door County. Many agencies worked together to arrange for the return of this person to their family. It presented a challenge and the team will be looking to develop a resource where people who need supervision can stay in the event this situation would occur again.

Aging Unit / Senior Resource Center. Wednesday, April 14th, was the last day AARP volunteers were preparing taxes. Approximately 300 individuals took advantage of this service. For National Volunteer Appreciation Week, the Senior Resource Center is recognizing their Meals on Wheels volunteers by having a basket of goodies available for when they picked up the meals; and they also received a \$10.00 gift certificate good at many local businesses. "Thank you" to Charles Brann who talked up the need for MOW drivers which eventually resulted in the recruitment of two new volunteer drivers. It is greatly appreciated! The Senior Resource Center and the U.W. Extension office are teaming up to provide training on nutrition for meal program participants. The Nutrition Advisory Council visited the Baileys Harbor meal site on 04/07/10. Bev also commented that May is Older Americans Month.

Child and Family Services. Dori Weyenberg reported that the number of children / juveniles in placement remains fairly low. She also mentioned that April is Child Abuse Prevention month. A training session will take place on April 27th at Stone Harbor Resort – Healing Relationships Through Trauma Informed Care. This training is funded through monies remaining from an earlier Quality Service Review (QSR).

Economic Support. Joanne Ator reported that the W-2 program received an additional \$31,825.00 from the State for 2010. She also reported that on April 9th, the Child Care Fraud Plan was submitted to the State. Christina Baudhuin, the Child Care Coordinator, has visited all of the licensed child care providers in Door County. She will be visiting them on a quarterly basis as part of the Child Care Fraud Plan.

Long Term Care. Roger Tepe reported, on behalf of Mike VanEss, that we received a signed contract back from the CBRF that wanted the County to use their facility rates versus the rates based on the client's needs that we established. Along with that contract came a letter stating that the facility has been sold. Social Services is working with

Corporation Counsel to see if a new contract is necessary or whether the existing contract can just be re-assigned to the new owner.

The committee took no action on informational items presented.

12. Information: Director's Report. Roger Tepe did not provide any additional report(s), due to items being discussed in other agenda areas.

The committee took no action.

13. Set Next Meeting Date: The committee set its next monthly meeting for 1:00 p.m., Tuesday, May 11, 2010 at the Government Center in the Chambers Room. The first budget public hearing will be conducted at this same meeting.

A special joint meeting with the Community Programs Board and Social Services Board will be held on Tuesday, May 18th at 5:30 p.m. to discuss Family Care Resolution(s).

14. Adjournment: Motion by Charles Brann, second by Ben Meyer to adjourn the meeting at 2:57 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst
Recording Secretary

APPROVED BY: 

**2009 ANNUAL REPORT
DOOR COUNTY DEPARTMENT OF SOCIAL SERVICES
Roger C. Tepe, Director**

MISSION STATEMENT

"The Door County Department of Social Services promotes self-sufficiency and family unity. We are dedicated to providing the highest quality of service to individuals and families in a manner that demonstrates respect, integrity and commitment."

STATUTORY RESPONSIBILITIES

The Door County Department of Social Services is responsible for the delivery of social service programs for children / adults / and the elderly, as well as financial assistance programs, such as: Medical Assistance, Food Share, BadgerCare, Wisconsin Shares (Child Care), Energy Assistance and the W-2 / FSET program. All of the programs are authorized by State Statute and are administered on a contractual basis with the State of Wisconsin.

PROGRAM UNIT SUMMARIES

NOTE: Departments have been asked to combine their 2009 annual report with their "Budget White Paper," which looks forward into 2010 - 2011 budget years and beyond. Rather than try to mingle two very different documents, they will be presented back to back, along with a copy of the current organizational chart. This should give the reader a more comprehensive overview of the Department of Social Services - reflecting on the year just completed and looking forward into the future.

Child and Family Services Unit

This program area serves children and juveniles from birth to age 18, as well as their families. We provide initial screening of referrals and ongoing services to children who are abused or neglected or at risk of abuse or neglect, as well as to juveniles in need of protection or services and delinquent youth.

Although the majority of children and youth that we work with reside with family members in the community, we also handle out of home placements for children and youth who require protection or services beyond what can be provided in their own homes. We also directly provide or contract for services such as electronic monitoring, shelter care and secure detention, restitution and community service, independent living skills training, and parent education.

Although these trends often change from year to year in cyclical fashion, 2009 showed a marked reduction in Juvenile Justice referrals, with a concurrent increase in Child Protection / Child Welfare referrals. Overall, workload was similar to 2008.

Child Protection	Child Welfare	Juvenile Justice	TOTALS
100 Investigations of Children In Need of Protection or Services (CHIPS)	56 Cases Accepted for Services	47 Delinquency cases 3 JIPS cases 0 Civil Law Violations Acted Upon by the Juvenile Court	206 Cases Acted On
55 Screened Out Referrals	27 Cases Not Accepted for Services	27 cases closed without formal action	109 Cases Not Acted On

TOTAL = 155	TOTAL = 83	TOTAL = 77	315
Action taken 100/155 cases = 65 %	Action taken 56/83 cases = 67 %	Action taken 50/77 cases = 65 %	Action taken 206/315 = 65 %

Child Protection / Child Welfare Profile	Juvenile Justice Profile
Physical Abuse = 34 %	96 % of reports were for Delinquency
Physical Neglect = 34 %	36 % of total reports had no prior history
Sexual Abuse = 29 %	59 % of reports were from Sturgeon Bay PD
Other = 3 %	25 % of reports were from DC Sheriff's Dept.

Long Term Care Unit (formerly the Adult Services Unit)

These programs assist elderly persons and adults with physical disabilities in maintaining their independence in the community, utilizing Supportive Home Care services, the Community Options Program, and a series of Medical Assistance Home and Community Based Waiver programs, including Nursing Home Diversion and the Community Relocation Initiative. In addition, Adult Protective Services staff receive and investigate reports of physical and sexual abuse / financial exploitation / neglect / and self-neglect to elders age 60 and over, as well as reports of elders "at risk".

More specifically, they take Intake calls, conduct assessments to determine needs, complete the Long Term Care Functional Screen to determine eligibility, develop care plans, and monitor provision of services to eligible participants. They also provide information and referral to callers who seek assistance but are not eligible for funding or do not wish to participate in our programs.

Long Term Care staff also runs a volunteer grocery shopping program for program participants who require that service, a volunteer guardianship program, and deliver court related adult protective services. Throughout 2009, supervisory staff participated in planning for a future Aging and Disability Resource Center (ADRC) and a multi-county Managed Care Organization (MCO), both of which should be operational in late 2011 or early 2012. These two new entities will then assume responsibility for the services currently provided by this unit and a portion of the Aging Unit.

In late 2009, the Adult Services Unit underwent a significant reorganization. A new supervisory position was created to manage the Long Term Care (LTC) functions only. The Adult Protective Services (APS) functions were administratively moved to the Aging Unit, which now has a full time supervisor of its own.

Program Activity – Long Term Care		Totals
New Intakes		106
Assessments completed on newly referred individuals		56
Long Term Care Functional Screens completed on newly referred and ongoing participants		142
Total participants served by Long Term Care programs		116
Waiting List Information		
Number of individuals on the Waiting List on 01/01/09		19
Number of individuals added to the Waiting List during 2009		48
Number of individuals removed from the List and now getting services		18
Number of individuals removed from the List before getting services (e.g. died, entered a nursing home, declined services, etc.)		28
Number of individuals remaining on the Waiting List on 12/31/09		21

During 2009, the Adult Protective Services program still operated as part of this unit. Therefore, program data is offered below. Beginning with the 2010 Annual Report, this program data will be moved to the section on the Aging Unit, which is where the APS program will be housed, at least until the start-up of the Aging and Disability Resource Center. Once the ADRC is operating on its own, APS will migrate for the final time to become part of the ADRC permanent staff.

There were 100 referrals of Elder Abuse and Neglect and Elders-at-Risk in 2009. Approximately 65% were self – neglect, 15% were financial exploitation, and the remaining 20% were a mixture of referrals for physical / emotional / and sexual abuse, as well as caregiver neglect.

Number of Watts reviews completed	11
Number of Individuals Needing Court – Related Services	10

Aging Unit (Senior Resource Center)

The Aging Unit operates as a program division within the Department of Social Services; and is often referred to by the name of its Sturgeon Bay facility, the Senior Resource Center; even though it also operates congregate meal sites in Forestville, Baileys Harbor, Liberty Grove, and Washington Island, as well as Meals on Wheels in the immediate Sturgeon Bay area, and on a limited basis in Sister Bay and on Washington Island.

Major areas of service include: (1) Information and Assistance, (2) Nutrition Program, (3) Elderly Benefit Specialist, (4) Transportation, (5) Alzheimer's & National Family Caregiver Support Programs, (6) Senior Citizen / Low Income Free Tax Assistance, and (7) activity program. The activity program focuses on exercise and preventive health education, while also encouraging socialization, good nutrition, and many volunteer opportunities.

On direct orders from the Greater Wisconsin Agency on Aging Resources, the Door County Department of Social Services was required to restore a full time supervisory position to the Aging Unit not later than 01/01/10. This was accomplished by creating a new full time supervisor for the Long Term Care Unit and consolidating supervisory time at the Senior Resource Center.

As the population of Door County continues to age at a faster than average pace, this unit has noticed a lessening of demand for congregate meals and an increased demand for home delivered and frozen meals.

Nutrition Program	Number of Congregate Meal Site Participants	998 (up 38.0 %)	Number of Congregate Meals Served	16,342 (down 7.6 %)
	Number of Persons Receiving Home Delivered Meals	182 (up 11.0 %)	Number of Home Delivered Meals – also includes frozen meals	15,041 (up 2.1 %)
	Overall Number of Meals Served	31,383 (down 3.3 %)		
Information & Assistance	Number of Information and Assistance Contacts	9591 (up 2.4 %)		
Transportation Program	Number of Senior Center Bus one way trips	9479 (up 16.4 %)		
Volunteer Program	Number of Volunteers	153 (down 1.3 %)	Number of Volunteer Hours Provided	2776 (down 16.2%)

Other Program Activities	Totals
Number of participants taking exercise classes, using the exercise equipment, etc.	3633 (up 31.7 %)
Number of participants who had their blood pressure taken by a volunteer nurse	499 (up 34.5 %)
Dollar value of benefits obtained on behalf of participants through the efforts of our Benefit Specialist (1.0 FTE position)	\$ 442,305
Number of Information and Assistance Contacts by the Benefit Specialist	1188

Economic Support Unit

Our Economic Support Unit provides county – wide eligibility determination for major financial programs such as Medical Assistance / BadgerCare Plus / Food Share (Food Stamps) / Home Energy Assistance / Medicaid Transportation / Emergency Assistance / Wisconsin Shares (subsidized Child Care) / Wisconsin Works (W-2) / and FSET (Food Share Employment and Training program). In addition, staff network with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who don't qualify for our regular financial-related programs.

This unit works closely with other program units within Social Services, other departments within County Government, and other community agencies. With the 2009 downturn in the local economy, we have seen a significant increase in the number of applicants, many of whom have never been in need of our financial assistance before.

During 2009, the State launched a new, income based health insurance program known as BadgerCare Plus for Adults without Dependent Children. They set up a centralized application process using a statewide Enrollment Services Center (ESC). While this was intended to save time for county agencies, it had just the opposite effect. The ESC was so overwhelmed with applications that they closed enrollment in the healthcare plan prematurely and are still struggling to process the applications they did receive. Meanwhile, Economic Support staff in counties such as Door have been assisting these applicants by processing their Food Share benefits which have been delayed by the ESC backlog.

Total Food Share Cases – 2009 1172 Cases 2655 Recipients	Value of Food Share Benefits to Door County residents in 2009 was \$ 1,873,935	
Total Medicaid / BadgerCare Cases – 2009 2790 Cases 4375 Recipients	Value of Medicaid / BadgerCare Benefits for Door County residents was \$ 20,305,852	
17 W-2 Participants 82 Food Stamp Employment & Training (FSET) Participants	Individuals receiving career planning, case management, assessment, and job development services = 99	Individuals placed in unsubsidized employment = 21
Wisconsin Shares (partial child care subsidy for working parents)	Payments of \$ 457,884 on behalf of 237 children	Average annual payment per child was \$ 1932
Energy Assistance program	Provided bill paying / heating emergency assistance	For 690 Door County households

Administrative Services Unit

No agency could operate without dedicated support personnel. In the Department of Social Services Government Center office, the staff provides receptionist / switchboard services, maintenance of data bases, scanning of documents into electronic data bases, typing / filing

functions, and accounting services to help us manage our department budget in the most cost efficient manner possible.

GOALS / OBJECTIVES ACHIEVED IN 2009

- Completed the year with all mandated services delivered within our approved budget
- Completed all program / financial audits with no deficiencies noted or sanctions given
- Completed another year of active planning for an ADRC / Family Care Program with multiple partners from 6 other nearby counties (planning continues in 2010)
- Completed the reorganization of the Long Term Care and Aging Units by splitting them into separate program units, each with their own full – time supervisor (as mandated by the Greater Wisconsin Agency on Aging Resources or GWAAR)
- Completed a streamlining of the intake process in the Economic Support Unit to offer better customer service for our clients
- Received grants to continue funding for the Memory Care Connections (dementia / memory loss program) for all of 2009 and into 2010.
- Received grants from the Department of Transportation (Section 5311) to begin subsidizing limited public transportation on the Senior Resource Center, the Sunshine House fleet of buses, and the American Red Cross fleet of vehicles
- Identified and planned for two frozen meal sites in Northern Door County (Egg Harbor and Sister Bay)

KNOWLEDGE SHARING IN 2009

Although our staff provides some direct community education in the form of presentations, media contacts, health fairs, etc., our interaction with the greater Door County community and its many service providers often takes the form of serving on and / or chairing state, regional, county, or local committees or workgroups on various topic areas. Some of our outreach efforts include:

Child and Family Services Unit

- Integrated Services Program (I.S.P.) Coordinating Committee
- Child Health Team
- Teaching the Strengthening Families curriculum jointly with UW-Extension staff
- Coordinated Community Response Team – Domestic Violence
- Coordinated Community Response Team – Sexual Assault
- Sexual Assault Response Team (SART)
- Regional Child Death Review Team

Long Term Care Unit

- Planning team for Northeast Wisconsin Family Care – with the Department of Community Programs
- Long Term Support Planning Committee
- Interdisciplinary Team for Adults and Elders at Risk – involving multiple community agencies
- Provided community education workshops on: Preventing Financial Exploitation and Identity Theft / Proper Disposal of Prescription Medications / and the Wisconsin STAR Method – Understanding and Addressing Geriatric Problems

Aging Unit

- Planning team for a Door County Aging and Disability Resource Center (ADRC) – with the Department of Community Programs
- Senior Services Advisory Committee
- Nutrition Advisory Council
- Memory Care Connections program
- Senior Resource Center education programs – on nutrition, health maintenance, etc.
- Door County Transportation Consortium / Door - Tran

Economic Support Unit

- W-2 Community Steering Committee
- W-2 Children's Service Network
- Job Center Management Team
- Salvation Army emergency assistance - contact agency

BUDGET STATUS

Department of Social Services, including Senior Resource Center Division

Approved Total 2009 Budget	\$ 5,060,858.00	Actual Total 2009 Budget	\$ 5,677,709.08 *
2009 Levy Appropriation	\$ 2,004,933.00	2008 Levy Appropriation	\$ 1,983,978.00
2009 Budgeted Revenue	\$ 3,055,925.00	2009 Actual Revenue	\$ 3,382,880.10 *
		2008 Actual Revenue	\$ 3,406,257.49

* Estimated figures as of 03/24/10, pending final audit

OTHER ACCOMPLISHMENTS IN 2009

- Completed two years of successful management of the Integrated Services Program contract – now returned to the Department of Community Programs as of 01/01/10.
- Continued planning, with input from seniors and staff, toward the eventual construction of a new Senior Resource Center facility in the Sturgeon Bay area.
- Continued planning toward the creation of an Aging and Disability Resource Center in early 2012.
- Continued planning toward the creation of Northeast Wisconsin Family Care – a Managed Care Organization to deliver long term care services across 7 counties by early 2012.
- Prioritized and maintained the Parent Education service using strict fiscal management of existing resources
- Will return some unused local levy dollars to the Undesignated General Fund (amount to be determined after final 2009 closeout)

ISSUES, CONCERNS AND RESTRAINTS

We have a very capable / creative staff and management team at Social Services; but cutbacks / freezes in funding at the Federal, State, and local level still challenge us. Every year, we are

asked to do more quality work with vulnerable populations, with the same or even less physical, financial, and staff resources. Significant Issues, concerns and restraints during 2009 Included:

- Continuation of the local 3 % property tax levy cap, which limited our ability to even maintain services at existing levels
- De-funding of one FTE Social Worker position in the Long Term Care Unit
- Insufficient staff resources in other key areas lead to delays in the delivery of services or longer waiting lists
- Increasing demand for home delivered and frozen meal programs with limited increases in funding and no increase in staff
- Absorption of additional job responsibilities / new mandates with no additional staff, e.g. BadgerCare Plus, emergency preparedness efforts with several of our target group populations, extra program documentation requirements, and additional audit requirements
- Anticipated staff shortages (hopefully temporary) while we seek approval to refill positions from probable retirements in 2010.

GOALS AND OBJECTIVES FOR 2010

- Manage the Department of Social Services to stay within approved budget parameters
- Continue and intensify joint planning with the Department of Community Programs and our partner counties for the Aging and Disability Resource Center / Family Care Implementation
- Construct a 2011 budget that maintains key services and minimizes impact on staff in an environment of continuing levy limits and likely state funding shortfalls
- Work with interested citizens in starting a private adult day care program in Northern Door County, with possible expansion into a county sponsored adult day care program in the future
- Move the proposed new Senior Resource Center building project closer to becoming a reality, e.g. funding, construction
- Launch a Shared Ride Taxi system (public mass transit) in the Sturgeon Bay area, utilizing Federal / State transportation grant funding, in coordination with our existing 85.21 funding for the Senior Resource Center bus
- Keep exploring options for some form of closer organizational coordination between Social Services and Community Programs – possibly moving in the direction of a Human Services Department

**DOOR COUNTY
CAPITAL IMPROVEMENT PROJECT (CIP) FORM 2011-2015**

Department: SOCIAL SERVICES & PUBLIC HEALTH
 Project Name: SR RESOURCE CTR / ADRC / PUBLIC HEALTH
 Project ID#: 01-023-01

Submitted By: ROGER TEPE
 Date: 3/25/2010

Priority: Urgent/Necessary/ GROWTH - RELATED

Description: New multi-department building to be constructed on existing Door County owned property. Senior Resource Center / ADRC section will be about 15,000 square feet, while the Public Health section will be about 6000 square feet. One story, steel frame building with masonry exterior to match similar government type structures = 21,000 sq. ft TOTAL. Construction costs only = \$ 3,460,800.

Location: To be located on N. 14th Avenue, in the City of Sturgeon Bay. This would be on the site of the former Door County Highway Shop.

Justification The SRC / ADRC portion of the building will house 2 program units within one physical space, while Public Health will occupy their own, separate space. Construction costs assume \$ 160 / sq. ft, but demolition / site preparation costs would be IN ADDITION TO construction only costs.

Expenditures (in thousands)

	Budget 2011	Proposed 2012	Proposed 2013	Proposed 2014	Proposed 2015
Building Construction/Remodeling/Purchase	460,286	1,799,616	1,200,898		
Road Construction/Maintenance					
Equipment Purchase					
TOTAL	460,286	1,799,616	1,200,898		

(Notes: Attach supporting documentation for amounts entered above)

Funding Source (in thousands)

Long Term Financing (15 years to 25 years)	460,286	1,799,616	1,200,898		
Short Term Financing (60 days)					
xxxx					
Federal/State Aids (describe)					
Tax Levy					
Other (prior year carryover)					
TOTAL	460,286	1,799,616	1,200,898		



**County of Door
DEPARTMENT OF SOCIAL SERVICES
+ Senior Resource Center / Aging Unit**

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Sturgeon Bay, WI 54235

Roger C. Tepe, Director
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ADDITIONAL DETAILS – 03/25/10

Senior Resource Center / ADRC / Public Health Facility

**2011 – 2015 Door County Capital Improvements Plan
Project ID #: 01-023-01**

PROJECT OVERVIEW

This proposed new construction project of about 21,000 square feet in total will serve two county departments – Social Services and Public Health.

Within the Social Services portion of the building, we plan to deliver two distinct but related program functions – Aging Programs (current Senior Resource Center) and a new program - the Aging and Disability Resource Center (the Intake function for the Family Care program). At the same time in the Public Health portion of the building, their staff would deliver the full range of Public Health programming.

Although this project is envisioned as only one building, the Social Services and Public Health programs would have sight and sound separation via a common (soundproofed) wall, and each department would have its own main entrance to their portion of the building. All mechanicals and building infrastructure (HVAC, electrical, plumbing, etc.), as well as vehicle parking, could be planned in common for the building as a whole.

We have used the same construction cost estimator at \$ 160 per square foot as we used in the 2009 CIP proposal, on the assumption that building costs have remained relatively level or even dropped in the past year due to the sluggish economy (this figure will need to be adjusted when the project is finally authorized to reflect market conditions). We did add a 3% surcharge to arrive at the final estimate for construction only to allow for maximum energy efficiency, and as close to LEEDS certification standards as is deemed cost effective. Thus, our computation of construction costs is determined as:

$$21,000 \text{ sq. ft} \times \$ 160 / \text{sq. ft} + 3\% (.03) \text{ LEEDS surcharge} = \$ 3,460,000 \text{ (construction costs only)}$$

There is another unknown with the proposed building site on the old Highway Shop property. This building / grounds continues to serve as a refueling station for a variety of public vehicles, as well as a storage facility for county equipment and other contracted storage space. During its tenure as an active highway shop, petroleum and related products spilled, leaked or were otherwise sprayed on the ground or leaked into the ground through concrete cracks.

As a result, the County of Door has hired a professional testing service to ascertain the degree of groundwater / soil contamination under this site. As of this writing, the County is awaiting word from the

DNR on what additional, if any, remediation measures may be required before the existing buildings could be demolished and new construction be permitted on this site. This DNR approval process could delay the availability of the site or even eliminate its consideration for the proposed building project, depending on timing and costs of remediation.

These additional soil / water remediation costs, as well as building demolition and site preparation will need to be ADDED to the construction only estimate above to determine the full cost of this project. If these costs are prohibitive, the County may need to consider an alternate location on other county property or the purchase of another private property.

From preliminary estimates and some simple drawings to date, we estimate the building's footprint to be allocated something like this:

Senior Resource Center / Aging functions	12, 000 + square feet
Aging & Disability Resource Center	2000 + square feet
Public Health	6000 + square feet
Mechanicals, etc	<u>1000 + square feet</u>
TOTAL	21,000 + square feet

At one point, there was preliminary discussion about including a new Emergency Services station as part of this same building project. In more recent contacts, that EMS station was dropped from active consideration; and the current project is only proposed to house the 2 program units of Social Services and the 1 program unit of Public Health, as identified above.

Rhonda Kolberg of the Public Health Department was contacted by Roger Tepe and requested to prepare a comparable analysis of their current service functions, space needs, and their ideas for how to design and equip the Public Health Department portion of this building to meet their needs well into the future. Ms. Kolberg's description and building diagram follow the Social Services report and building diagram.

FUNCTIONS OF THE SENIOR RESOURCE CENTER / CURRENT SPACE

According to the Older Americans Act and other related legislation, County provided Aging Unit programs must include at least the following services:

- Information and Assistance
- Nutrition Program
- Elderly Benefit Specialist
- Transportation
- Alzheimer's & National Family Caregiver Support Programs
- Senior Citizen / Low Income Free Tax Assistance
- Activities programming

The activities programming focuses on exercise and preventive health education, while also encouraging socialization, good nutrition, and many volunteer opportunities.

We deliver this range of Aging services and functions in the following spaces at the current Senior Resource Center:

- Congregate dining facility. Sturgeon Bay is the largest of 5 congregate meal sites where we serve a hot noon meal on weekdays for seniors. The Sturgeon Bay site serves 5 days a week, while the outlying sites provide meals on only certain days of the week. The same dining room also serves as an activity area for card playing, shuffleboard, Wii games, movies, educational sessions, AARP

tax preparation assistance, group exercise classes, etc. We need a larger dining room; but we also need a series of smaller, flexibly sized spaces that can be closed off for privacy, so more activities can be conducted simultaneously.

- Central kitchen. We prepare meals for 4 of the 5 congregate meal sites at this kitchen, in addition to Home Delivered Meals (Meals on Wheels or MOW), and frozen meals (for qualified persons who live outside of MOW routes). The 5th congregate site is on Washington Island where a part-time employee prepares the meals on site there. The kitchen is badly overcrowded with insufficient food preparation areas, insufficient cold / frozen storage, insufficient storage in general and inadequate areas for serving meals and sending out Meals on Wheels. This kitchen generated 31,383 meals in 2009, between meal sites, Meals on Wheels, and frozen meals.
- Multi-purpose activity area. Currently, the Senior Resource Center has only one activity room with a closeable door. All other activities need to be held in the large dining room. We need more spaces like this with moveable walls and doors to accommodate different size groups.
- Private meeting room. The current building has only 1 such room for small meetings or private conversations with participants. This need could be accommodated with more areas equipped with moveable walls.
- Exercise room. Currently, we have a dedicated exercise area with age appropriate exercise equipment for seniors use. There is no locker space, clothes changing areas, shower, etc.
- General office space. 6 of the Senior Resource Center staff currently have assigned office areas, not all of it in private spaces with closeable doors. Remaining staff sit wherever there is a spare chair or sit in the dining room. Space is insufficient, crowded, with poor traffic flow and insufficient privacy. This area cannot be locked off from the central dining room.
- Transportation. Currently, we have one handicapped accessible bus on the road Monday through Friday - that is parked off site when the building is closed.
- Public restrooms - 1 set for participants and staff. Barely adequate for typical days - would be insufficient when the additional ADRC staff is added and if the SRC were pressed into actual service as an emergency shelter (which it is already designated as in the County's emergency plan).
- Limited storage space for equipment, office supplies, and food / serving supplies. This limits our ability to make larger bulk purchases of food or supplies at greater cost savings, as we have no place to safely and securely store these items.

FUNCTIONS OF THE AGING & DISABILITY RESOURCE CENTER (ADRC) / CURRENT SPACE

According to State mandates, an ADRC must deliver the following services, at a minimum:

- Information and Assistance
- Long Term Care Options Counseling
- Elderly and Disability Benefits Counseling
- Emergency Response
- Health Promotion, Prevention and Early Intervention
- Functional and Financial Eligibility for Family Care benefits
- Outreach and Marketing
- Short Term Care Management
- Adult Protective Services / Elder Abuse / Elder at Risk

- Transitions Counseling
- Quality Assurance / Quality Improvement
- Training
- Administration

At this point, you may be wondering where these services are today; and the correct answer would be that they don't currently exist in the ADRC format at this time. As part of our 7 county planning consortium preparing for the Family Care transition in late 2011 or early 2012, Door County has to develop an entirely new program unit known as the ADRC and hire staff to deliver these services.

That process should conclude about 60 days prior to the actual Family Care transition in Door County, which we estimate will occur in early 2012. These programs will be provided out of a suite of offices, which we hope to co-locate INSIDE the new Senior Resource Center building. In the event of a lengthy delay in constructing this new building, the ADRC will start-up in rented quarters somewhere in the Sturgeon Bay area.

When you compare the lists of functions provided by the current Aging Unit with those assigned to the ADRC, you will notice a number of areas of overlap. This is because in most counties, the ADRC logically grows out of and is frequently co-located with their programs for seniors.

Some functions will migrate exclusively to and / or be shared with the ADRC, most noticeably Information and Assistance, Elderly Benefits Counseling and Prevention activities. There will need to be regular communication between the two staffs, which is why this building program recommends their co-location for greatest efficiency. The ADRC will not only serve all healthy seniors, but will give special focus to 3 target groups of potential participants – the frail elderly, physically disabled adults, and developmentally disabled adults.

In contrast to the Senior Resource Center (SRC), the ADRC's building needs are relatively straightforward, and include:

- Reception area
- Office work space / records storage, etc. (separate from the Aging Unit programs)
- Sufficient private offices to accommodate all necessary staff (exact number and job description specifics to be determined as our planning progresses).

DESIGN CONSIDERATIONS

With the consent of Michael Serpe, County Administrator, we surveyed Senior Resource Center and Social Services staff, Senior Resource Center program participants, and interested community members for their thoughts on program delivery, space needs, functionality, future growth, future collaboration with other community partners, etc. – in order to develop a lists of design factors and desirable equipment that we should consider in planning the Social Services portion of the new building.

As noted in the CIP summary page and in the overview section above, we believe that the citizens of Door County would be best served in a one story, energy efficient building located on an easily accessible street in the Sturgeon Bay area. For all current participants at the Senior Resource Center and future participants in the ADRC, mobility limitations will be both a current and future consideration. These individuals arrive in specialized transport vehicles / they come in manual wheelchairs and power chairs / they can only walk relatively short distances with their canes or walkers / and many of them have balance issues, a history of falls, and impaired vision, hearing or cognition.

Thus, the overall design for maximum accessibility and use should feature - wheelchair accessibility, ground floor entry only, close proximity to the parking lot, good lighting, comfortable temperatures year round, and be a welcoming place for them to come. These considerations can all be accommodated within energy efficient / green / LEEDS standards – to the extent that the cost is not prohibitive; but at least we should keep the “green” building concept in the forefront as we design the building.

The considerations noted below apply to the whole Senior Resource Center portion of the building, including the interior space allocated to the Aging and Disability Resource Center.

There may need to be other considerations for the Public Health portion of the building, which they can identify in their portion of this report.

Exterior, Entrances and Outbuildings

- Parking near the main entrance to minimize outside travel distance for those with mobility impairments
- Extra handicapped parking places near the building, beyond the legal minimum number of places
- Well – lit, well drained, relatively flat parking lot to minimize falls
- Clear, large signage marking the entrance(s)
- Covered main entrance to minimize ice and snow build-up in winter
- Ground level entrance with no steps entering the building
- Parking / drop off zone for the SRC bus / other public transit near the front door.
- Central receptionist just inside the door to serve both the SRC and the ADRC to greet and direct people as they arrive
- Non – slip flooring throughout the building that permits easy clean-up due to spilled food, bodily fluids, snow or water tracked into the building, etc.
- Coat racks just inside the door
- Separate, covered entrance for the Meals on Wheels drivers – with direct access near the kitchen to make loading / unloading / walking easier and safer. Many of our MOW drivers are quite elderly themselves.
- Drive through area under the canopy to pick up MOW's without backing up
- Space for multiple cars to arrive simultaneously to pick up MOW's
- Separate entrance for truck deliveries / garbage service, away from the main entrance and the Meals on Wheels entrance.
- Indoor, night / weekend storage for the SRC bus, if possible, with the following features:
 - Remote garage door opener
 - Floor drain
 - Water hose long enough to reach around entire bus
 - Inside waterproof lining so the bus could be washed inside
 - Storage area for bus supplies
 - Outside lighting near the storage facility
 - Heated garage
- Consider using the outside areas near the building as well, for flower beds, walking trail, exercise area, outdoor benches – to keep the elderly active and interested

- Building should be generator ready (pre-wired to accept an external mobile generator) or generator equipped for immediate emergency power – both to maintain the extensive supply of food stored on site, but also to permit the use of the building as an emergency shelter.

Kitchen / Dining Area

- Serving line with gated up and down window (separates kitchen from serving area)
- Allow space for a salad bar in the dining room
- Multiple outlets in the kitchen and serving areas, wired heavy enough to accommodate simultaneous use.
- Expandable walls in the dining room to make the area larger or smaller, as needed
- Office for kitchen staff near the kitchen
- Staff break room near the kitchen
- More space in the kitchen itself and a serving area outside the kitchen
- Larger dining room, as this is a multi-purpose room

Office Space – SRC staff

- Individual offices with doors and better soundproofing for privacy, confidentiality – exact number and configuration to be determined
- Central filing area / workroom for copier, fax, shredder, recycling bins, office supplies, paper, etc.
- Staff bathroom – separate from public bathroom
- Waiting area with coatroom for persons coming in for appointments with Aging Unit staff

Office Space – ADRC

- Individual offices with doors and better soundproofing for privacy, confidentiality – exact number and configuration to be determined
- Workspace and storage for ADRC receptionist
- Staff bathroom – separate from public bathrooms
- Separate reception / waiting room for ADRC clients with coat rack

Flexible, multi-purpose spaces

- Series of multi-purpose rooms with doors and moveable walls to accommodate different size groups and activities, meetings, etc.
- Consider setting aside one such area for future development of an adult day care program – this would need to be an enclosed space within the larger facility, with some resting areas, shower / dressing facilities for toileting accidents, staff space, door locks / alarms to minimize clients “wandering”, etc.

Exercise Room

- Separate internal entrance with locker areas for shoes, etc.
- Possible shared locker room / changing room / showers – with adult day care area.

- Separate room for exercise machines
- Adjoining multi-purpose rooms for other exercise related classes
- Small office area / storage for visiting exercise / rehab leaders who may use our facilities from the YMCA, Door County Memorial Hospital, etc.
- Storage space for equipment

Storage Areas

- In all areas – office spaces, kitchen, activity areas, multi-purpose rooms, exercise areas
- Storage units should be lockable for inventory control, security purposes, and injury prevention.

Mechanicals / HVAC / Plumbing / Electrical

- Build for energy efficiency
- Plan for future building expansion as our aging population grows in Door County
- Centralize mechanicals location between SRC and PH sections of the building to minimize cost of heating, plumbing, electrical, and any future building additions
- Build to accommodate other uses after hours by other county departments, community groups – would have to make the building fully lockable internally for safety, security reasons
- Build to accommodate potential use as an emergency shelter, including emergency power, water, sewage, etc.

For Use by the American Red Cross as an Emergency Shelter

- The existing SRC is already designated as a potential shelter by American Red Cross
- Building has public restrooms (might need to be enlarged).
- Building has a commercial kitchen and professional kitchen crew
- Building should be hard wired for internet and phone communications, in case of emergency
- If equipped with shower facilities, could be used longer as a shelter if needed.
- Would need some storage / office areas / phone / computer hook-ups for emergency personnel, if used as a shelter
- Would need to have the building generator ready (pre-wired for use of an external, mobile generator) or generator equipped to automatically continue operating in case of major emergency

EQUIPMENT CONSIDERATIONS

In the office areas, they should be equipped to modern office standards for telecommunications (all types), videoconferencing, etc. If all of this isn't all need or possible initially, at least the wiring can be installed during the construction phase to allow for later installations of actual equipment.

The one area in the SRC that does require a number of pieces of specialty equipment is the kitchen. This is a commercial grade kitchen that prepares literally thousands of meals, serves some of them directly in

this facility, but also sends many of those meals to remote locations in the county via Meals on Wheels, or our fastest growing nutrition program – frozen meals.

Special Equipment – Kitchen

- Walk in freezer
- Walk in cooler

- Vent hood with automatic hood cleaning system
- Stacked convection ovens
- Steam serving table connected to floor drains
- Steamer
- Proofer
- Gas ovens with a 10 burner top
- 4 compartment sink
- Dishwasher with a long drying table attached
- Coffee maker hooked directly to a water line
- Adequate space to work around 3 stainless steel work tables, 71 inches long x 29 inches wide
- Washer and dryer
- Steam line table
- Adequate ventilation system
- Fire suppression system

- Preparation areas for packing Meals on Wheels for the drivers to pick up and go
- Water / juice / ice dispenser in the dining room for self service
- Space for a 20 quart and 7 quart commercial food mixer, electric can opener, and slicer

- Storage areas for larger pots, pans, baking sheets, etc.
- Space for storage of cooking utensils
- Space for storage of cups, bowls, dishes, trays
- Large can rack (oversized cans)

- Storeroom / storage areas for Meals on Wheels supplies and outlying meal sites
- Shelving (NFS approved) for supplies

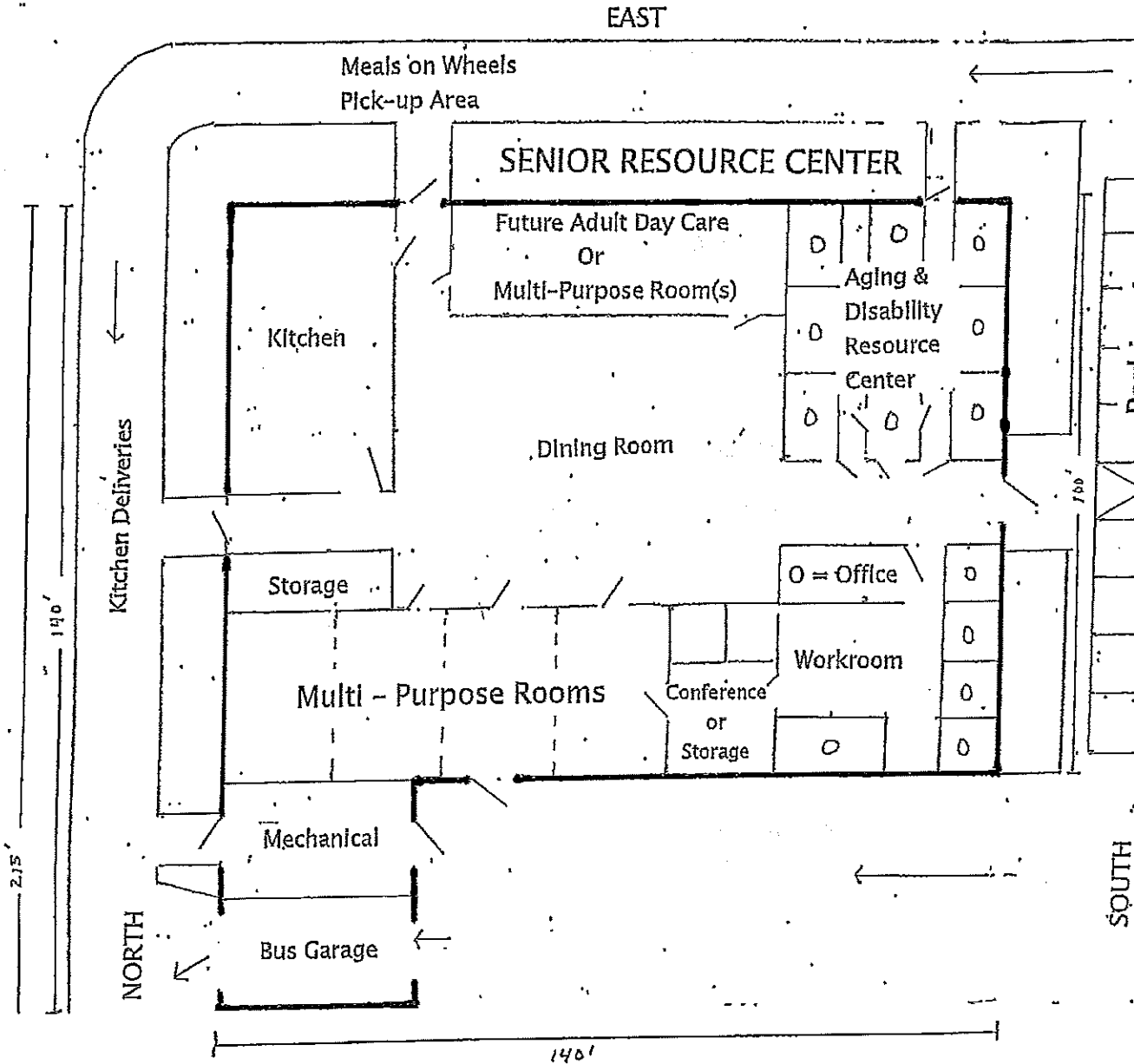
Submitted by:

Roger C. Tape, Director
Door County Department of Social Services

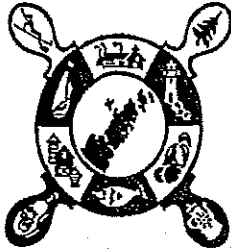
Bev Knutson, Senior Services Supervisor
Senior Resource Center
Door County Department of Social Services

BUILDING DIMENSIONS

Senior Resource Center	140x100 + 40x35 =	15,400
Emergency Medical Services	75x75 =	5625
Public Health	75x65 =	4875
TOTAL PROJECT		25,900 sq. ft.



CURRENT FUNCTION IN EXISTING SRC	SQUARE FOOTAGE EXISTING BUILDING	PROPOSED FUNCTION - NEW BUILDING	SQUARE FOOTAGE PROPOSED BUILDING
Dining Room	2100	Dining Room	3500
Kitchen / Storage	800	Kitchen / Storage / hallway for HDM entrance / Cook's office area	2000
Activity Room	760	Multi-Purpose Areas with moveable walls	2400
Office Area	598 (not counting Lynn's office)	Office Area SRC / workroom / conference room	2000
Exercise Room	480	Inc. In Multi-Purpose areas	----
Caregiver Room	268	Adult Day Care or Multi-Purpose	1200
Lounge area	240	N.A.	----
----	----	ADRC	1800
Bathrooms	?	Bathrooms	200
Hallways / closets / mechanicals / cloak room, etc. / Arnie's office	?	Hallways / closets	?
----	----	Bus storage / mechanicals	1400
TOTAL	About 7500		About 15,400



County of Door PUBLIC HEALTH DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

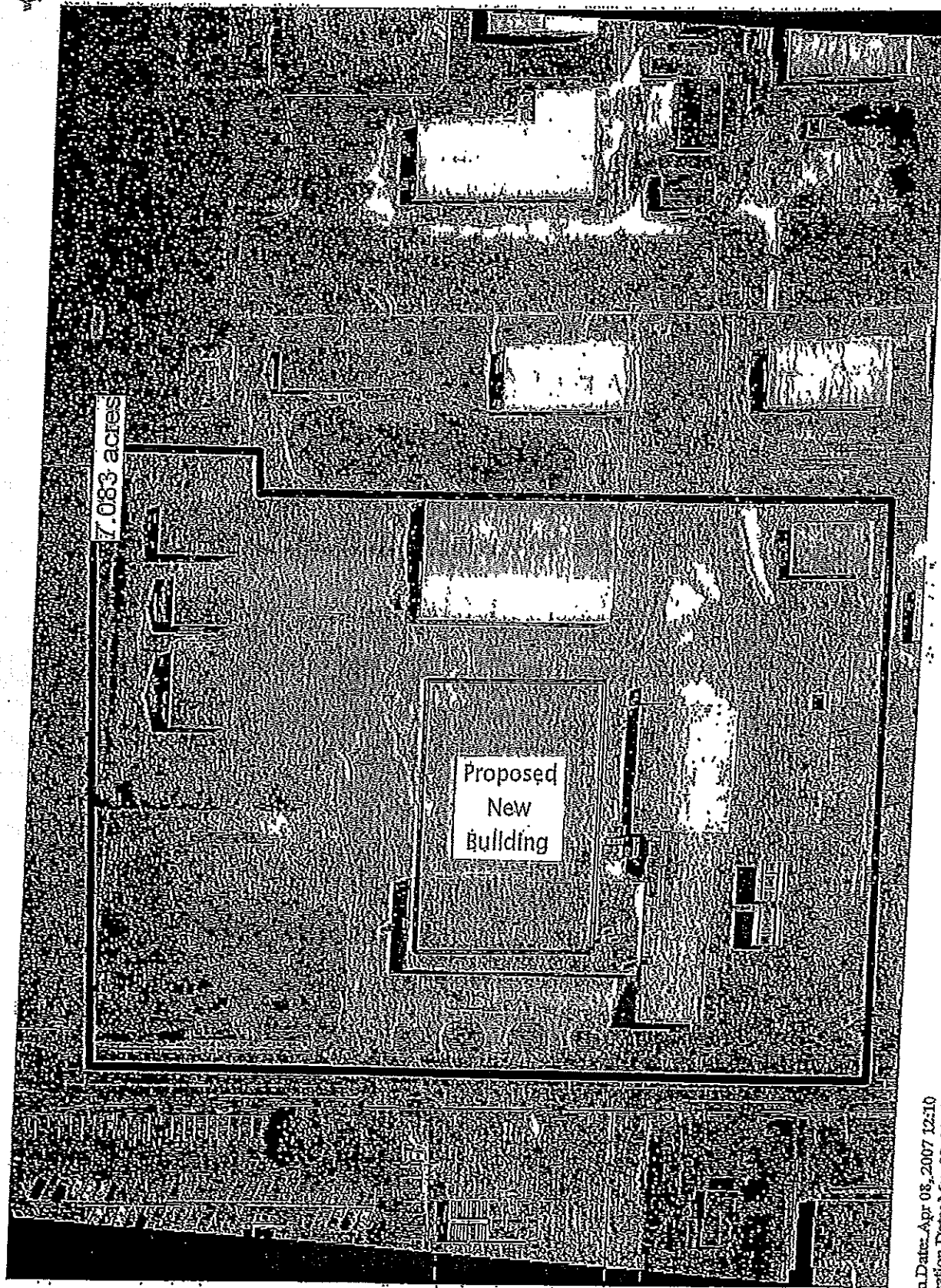
Rhonda Kolberg
Director/Health Officer
(920) 746-2234
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Door County Public Health Department
Draft Building Plan and Supporting Information
March 25, 2010

This draft plan was created with the following dimensions: 1 square = 1 square foot. The building is 80' X 75'.

The following list addresses some of the issues that were considered in developing this draft plan:

1. The current Health Department office has severely inadequate space for client waiting rooms. This plan will give clients more space in a general waiting room and a specific waiting room for WIC clients.
2. A garage with storage space is included for the Health Department van. This will allow the van to be parked for county-wide clinics and services in a secure and weather-proof space. The storage space in the garage will be used to store all of the supplies for the Sharps Collection Program, including large collection boxes, used sharps containers, new containers, etc.
3. A room to have the beach testing lab is in the plans. This will allow the beach testers access to the room on off-hours, and provide a secure place to perform the testing.
4. The public areas of the office are in one section with staff office space in another space. These spaces are separated by locked doors.
5. The WIC program rooms are co-located to provide ease of access for clients and employees.
6. Public men's and women's bathrooms are included in the draft plan.
7. Sinks should be included in the following rooms:
 - Lab
 - WIC Rooms 1 & 2
 - Clinic Rooms 1, 2, & 3
 - Beach Lab
 - Conference Room
 - Staff Bathroom
 - Men's Public Bathroom
 - Women's Public Bathroom
8. This plan would allow more efficient programming and service delivery to the community.



7.083 acres

Proposed
New
Building

Creation Date: Apr 08, 2007 12:10
Modification Date: May 09, 2007 22:51

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Scale: 1 inch = 100.0 feet